



Paulden Community School Enrollment Policies & Procedures

SY 2018/19

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NON-DISCRIMINATION / EQUAL OPPORTUNITY POLICY (AC-0250)

Paulden Community School is committed to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Governing Body does business.

GENERAL ENROLLMENT OVERVIEW

Enrollment of a student is different from admission of a student. When a school admits a student, it offers the student a seat at the school; the student can decide to accept the seat and attend the school or not. When a school enrolls a student, the student is indicating his or her intention to attend the school and be included in the school's student count. Although a public charter school may offer admission to students simply upon submission of an application, before a student may be enrolled in and attend school, schools must obtain certain documentation from each student's parent or legal guardian.

Paulden Community School, as a public charter in Arizona, is subject to open enrollment laws. In the fall, any current and eligible waitlisted student has the opportunity to **rollover** in advance of newly submitted open enrollment applications to the following school year and waitlist. In addition, Paulden Community School offers an **Open Enrollment** period that allows new applications for the next year to be submitted during a limited time. Periodically, the school receives more applications for enrollment than seats available for some grade levels. If this is the case for any grade level, a lottery will be held for the open enrollment applications. Any students who submit their applications after the completion of the Open Enrollment period will be ordered on a first-come first-served prioritized basis. Students who do not receive an offer after Rollover, Open Enrollment and the lottery will be placed on a waitlist and may be offered enrollment during the year if a seat becomes available.

- **Rollover:** previous year's waitlisted applications electing to remain on the waitlist for the upcoming school year.
- **Open enrollment:** applications submitted during the open enrollment period that are eligible for the lottery.
- **Post open enrollment:** applications submitted after open enrollment period, not eligible for lottery and processed on first-come, first-served basis.
- **Re-enrollment** current students who plan to return the following academic school year for the next grade level.

ENROLLMENT TIMELINE

The following is the timeline for offers to be extended to children who submit applications for the next school year. Specific dates will be added to this document and the school's website each year before Open Enrollment begins:

Rollover Policy and Period-Fall of prior school year:

If a student is not offered a spot for the current school year, and the student's waitlisted application is eligible to rollover to the next school year waitlist, the school will contact the parents/guardians before open enrollment for the following school year begins. This will allow the parents/guardians to roll the application over to the next school year's waitlist.

If parents/guardians rollover, they will not have to reapply for the next school year, and the application will be ordered accordingly with the rest of the rollover applications on the waitlist. These rollover applications will be ahead of new, incoming, non-prioritized applications submitted for that school year during the open enrollment

and post open enrollment period. It is crucial that families do not miss the rollover deadline to ensure the student's application is moved to the next year's wait list.

If after a family chooses to roll over an application to the following school year, the student receives an offer from an academy in the current school year, the roll over application will be canceled from the next year's waitlist. Offers are continuously given as needed based on current students withdrawing and positions that are available for that grade. When an offer is given to a family from the waitlist, even after the school year has begun, the family must accept at that time to attend Paulden Community School.

Open Enrollment Policy and Period - Fall of Prior School Year:

Any application submitted during the open enrollment period is eligible for a lottery. When the school receives more applications than there are seats available, a lottery is held to help order a waitlist and keep the offers given for grade positions fair. The lottery assigns a random number to each application and then the applications are ordered on the waitlist based on the lottery number, application type and also priority status. Each grade level runs an independent lottery.

Post Open Enrollment Policy and Period - After Open Enrollment period:

Any applications submitted after open enrollment period through the upcoming school year. These applications are not eligible for the lottery and are processed on a first-come, first-served prioritized basis on the waitlist.

Re-enrollment Policy and Period- Early Spring of current school year:

Any current student who plans to return the following school year must fill out re-enrollment paperwork to keep their position. Unless families give notice in writing (letter, email or withdrawal form) that they plan to not return the following year, the academy legally cannot give away the student's position for that grade, even if re-enrollment paperwork is not filled out.

Re-enrollment and Open enrollment timeline for SY 2018/19

- Re-enrollment process begins: March 5, 2018
- Open enrollment period opens: April 16, 2018
- Open enrollment period closes: May 18, 2018
- Waitlist lottery (if needed): May 25, 2018

Applications Eligible for Priority Status

SY 2018-2019 Priority Status Order for Filling Seats: Priority status is given to applications in the order listed below. After applying priority status, applications are ordered by application type: Rollover, Open Enrollment, and Post-open Enrollment.

1. Paulden Community School Faculty/Administrator child or grandchild (full-time, benefits-eligible);
2. Applicants with siblings attending;
3. Board member child or grandchild;
4. Confirmed rollover applicant from the previous school year;
5. Non-prioritized Open Enrollment applicants (by original lottery number); or
6. Non-prioritized Post Open Enrollment applicants (by submission date of application)

Please note: Any false statement on an application, including falsely indicating priority eligibility, may result in revocation of enrollment or offer of enrollment. Also, priority status does not guarantee an offer of enrollment for any grade.

Paulden Community School Faculty/Administrator Child Priority Policy

Children or grandchildren of full-time benefits-eligible Paulden Community School faculty and administrators:

1. The employee must have a signed offering/contract with Paulden Community School before the Enrollment Priority benefit will be applied to employee child application/s.
2. The employee must be the parent /legal guardian or grandparent of applicant.
3. The eligible applicant will receive priority status at Paulden Community School.
4. The employee is responsible for notifying the school of their submitted application and of their priority status eligibility.
5. If employment is terminated by employee or employer before applicant is offered enrollment or attends one day of school, priority status will be rescinded.
6. If employee priority status results in an offer of enrollment and employment is terminated by employee or employer before employment contract is signed, offer of enrollment will be rescinded.
7. Once marked as an "employee" application, these priority applications are ordered by original lottery number.
8. If the student/applicant does not apply during Open Enrollment to be in the lottery, the application will be a post-open enrollment application and be organized after the prioritized open enrollment applications by time/date stamp.
9. Priority status does not guarantee placement.

Sibling Priority Policy

Sibling priority only applies when the incoming applicant has a sibling that is officially enrolled or is currently attending Paulden Community School.

1. A "sibling" is defined as an immediate family member of the applicant, or a blended family member of the applicant through marriage or guardianship. Birth certificate, marriage certificate or court documentation is necessary to approve the sibling priority.
2. Does not apply to extended family of sibling unless legal documentation of guardianship is provided.
3. The sibling must be currently enrolled at or attending Paulden Community School.
4. If the sibling withdraws from the school before applicant is offered enrollment, priority status will be rescinded.
5. If the sibling withdraws from the school before attending at least one day of attendance for the year they are registered, the priority status and any offer/registration of the applicant will be rescinded.
6. Once marked as a "sibling" application, these priority applications are ordered by original lottery number.
7. If the student/applicant does not apply during Open Enrollment to be in the lottery, the application will be a post-open enrollment application and will be organized after the prioritized open enrollment applications by time/date stamp.
8. Priority status does not guarantee placement.

OFFER POLICIES

Initial Offer of Enrollment

Every family will receive an email and/or a phone call from the school if and when an offer is extended to their child. Please contact the main office if you have any questions concerning the initial offer of enrollment.

If a family declines or does not respond to an offer of enrollment date determined, they are removed from the waitlist and must reapply if they wish to be considered again for enrollment in the current or future school years.

Registration Packet

Completion of an application or acceptance of an offer of enrollment *does not* constitute official registration. Offered applicants will receive a registration packet to finalize their registration at the school. Parents must complete the registration packet to be registered in the school. Failure to submit that registration packet by the school's deadline will result in the offer being rescinded.

Enrollment Start Date

Upon acceptance of an offer, the school will set the anticipated start date per semester. The school cannot indefinitely hold a position without a clear anticipated start date for the student or else the accepted offer can be rescinded.

ADMISSIONS STANDARDS

Paulden Community School has no admissions standards, as Paulden Community School is a publically funded school.

KINDERGARTEN ENROLLMENT POLICY

Paulden Community School follows state guidelines which stipulate that a child must turn five (5) years old before September 1st in the year in which they are enrolled for Kindergarten. The school does adhere to the state guidelines regarding the minimum age for Kindergarten.

Paulden Community School's standard Kindergarten offering is a full-day day program, which is funded in full by the State of Arizona, Federally funded grants (Title I A), and meets all state requirements.

MCKINNEY-VENTO ACT AND STUDENTS

The McKinney-Vento Act is to ensure that homeless children and youth have access to a free, appropriate public education, comparable to that provided to the children of any Arizona resident and consistent with Arizona's mandatory school attendance laws.

Paulden Community School supports and provides services under the McKinney-Vento Act. If an offer is given to a student who is deemed to be under the McKinney-Vento Act, Paulden Community School will work with families to provide the required and necessary transportation to and from the school.